AFLP/ASPPP/Cal-Learn Personnel List
Quarterly and Semi-Annual Report
Fiscal Year: _____

Quarterly Report for the Period ending: Sept 30   Dec 31   Mar 31   June 30

Semi-Annual Report for the Period ending: Dec 31   June 30

Instructions:
- In the staff field, enter the classification/position and the name of the person in the position.
- In the AFLP/ASPPP/Cal-Learn/Other fields, enter the percentage of time that person is involved in each program.
- The Total FTE should equal the time base of the position. If the staff person resigned or was hired during the report period, indicate date and which circumstance applies. Be sure that all staff carrying an AFLP/ASPPP caseload is reflected on the personnel list.
- Under the "Resignation/Hire Date" provide the date and either "R" or "H" for the respective circumstance.
- If the position is vacant, complete the "classification" field, corresponding program FTE, and in the "Position Vacant" column, indicate the projected month it will be filled.

Classification/Position & Name	AFLP FTE	ASPPP FTE	Cal-Learn FTE	Other FTE	Total FTE	Resignation/ Hire Date	Position Vacant